

PDD Program Transfer

If a child has been receiving EIBI services from a Qualified Provider and the child's parent/legal guardian at some point desires to switch to another EIBI Qualified Provider, a Program Transfer will take place. In such cases, the Case Manager will:

1. Determine from the parent/legal guardian the reason they desire to switch EIBI Providers. This information should be documented in the child's file.
2. Provide the parent/legal guardian with information on all EIBI Qualified Providers in the State of South Carolina and give guidance on which Providers are in close proximity to the parent/legal guardian's community.
3. Terminate services with the initial EIBI Qualified Provider by completing the **PDD Waiver Notice of Termination of Services (PDD Form 16-A)** for waiver recipients or the **PDD State Program Notice of Termination of Services (PDD Form 16-B)** for State Funded recipients. The Provider being terminated must receive a copy of this document. A copy of this document must also be sent to the District I Waiver Coordinator, the Autism Division PDD Consultant, and a copy maintained in the recipient's file. Appeals information is not necessary when terminations are requested by parents.
4. Update the child's Service Plan and fax the new provider the appropriate authorization [the **Authorization for EIBI PDD Waiver Services (PDD Form 12)** or **Authorization for EIBI PDD State Funded Program Services (PDD Form 13)**] authorizing EIBI Program Development and Training, EIBI Plan Implementation, EIBI Lead Therapy and EIBI Line Therapy. No authorization for an Assessment should be issued to the new EIBI Provider if the initial EIBI Provider completed an Assessment. The new EIBI Provider must review the existing Assessment and decide if they will use the current Assessment or conduct a new Assessment. The EIBI Provider is not authorized to bill Medicaid or DDSN for completion of a new Assessment. The Assessment is only billed once per year service year.